



Information
Manuals under
Right to Information
2005

(i) The particulars of its organisation, functions and duties

(ii) The powers and duties of its officers and employees

(iii) The procedure followed in the decision making process, including channels of supervision and accountability

(iv) The norms set by it for the discharge of its functions

(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions

(vi) A statement of the categories of documents that are held by it or under its control

(vii) The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof

(viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public

(ix) A directory of its officers and employees

(x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations

(xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made

(xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes

(xiii) Particulars of recipients of concessions, permits or authorisations granted by it

(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form

(xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use

(xvi) The names, designations and other particulars of the Public Information Officers

(xvii) Such other information as may be prescribed; and thereafter update these publications every year

1. The particulars of its organisation, functions and duties; Top

Electronics Technology Parks- Kerala (Technopark) has been registered as a society under the Travancore, Cochin Literary, Scientific and Charitable Societies Act XII of 1955 on July 28, 1990 for providing infrastructural facilities of world-class quality for IT and ITES industries. After formation of the Society, Technopark has purchased 50 acres from University of Kerala, 1.22 acres from private parties and acquired 178.42 acres for Phase I and Phase II developments in Attipra, Kazhakuttom villages in Trivandrum Taluk in Trivandrum district.

Project Name	Electronics Technology Parks- Kerala (Technopark), Trivandrum
Location	Technopark Campus, Kariavattom, Trivandrum - 695 581
Reg. & Admin. Office	Park Centre, Technopark Campus, Kariavattom, Trivandrum - 695 581
	Phone: 0471-2700222
	Fax: 0471-2700171
Implementation Agency Constitution	E mail: response@technopark.org Electronics Technology Park- Kerala, Trivandrum Society registered under the Travancore - Cochin Literary, Scientific and Charitable Societies Registration Act No. 12 of 1955
Sector	Information Technology Sector
Project	Setting up of IT park of 242 acres

2. COUNCIL TO BE EXECUTIVE BODY OF THE PARK

The Council shall be executive body of the Park and subject to the provisions of these Rules, the Council shall conduct the administration and management of the Park with the assistance of the board.

3. BYE-LAWS

The Council may frame bye-laws from time to time not inconsistent with these Rules and Regulations of the Park, and may in particular provide for the following matters:

- a. Conduct of business and the procedures to be adopted at meetings of the Council/Board.
- b. Finance and Accounts of the Park;

- c. "Acceptance of grants, gifts, loans, fixed deposits, debentures, subscriptions, donations or any other financial contribution in cash/cheque and securities and/or any property, either movable or immovable from within the country or/and abroad including international agencies, subject to prevailing laws";
- d. Investment of and dealing with funds and moneys of the Society;
- e. Terms and tenure of appointments, emoluments, allowances and other conditions of service of the officers and employees of the Park;
- f. Rules regarding discipline, suspension and dismissal of the officers and employees of the Park;
- g. Powers, duties and functions, of the Board as well as other officers and employees of the Park;
- h. Promotional and other activities of the Park;
- i. Execution of contracts and other instruments, on behalf of the Park;
- j. Establishment and maintenance of pension, provident and other funds for the benefit of officers and employees or for the purpose of the Park;
- k. Conduct and defence of legal proceedings and manner of signing pleadings;
- l. Such other matters as may be necessary for the administration of the Park.

4. OFFICERS AND EMPLOYEES

Subject to the provision of these Rules, the staff of the Park will consist of:

- a. Chief Executive Officer.
- b. Technical staff (Engineers and Management Professionals)
- c. Registrar
- d. Administrative staff;
- e. Such other officers and employees as may be considered necessary for the work of the Park.

5. APPOINTMENT OF CHIEF EXECUTIVE OFFICER

The appointment of Chief Executive Officer shall be made by the Chairperson of the Board with the approval of the Chairperson of the Council. Subject to the provisions of Rule 17, the Chief Executive Officer shall normally hold office for a period not exceeding five years at a time. The emoluments, allowances and other conditions of service shall be fixed by the Council.

6. POWER OF DELEGATION OF THE BOARD

The Board may delegate some of its powers, functions and duties to any member of the staff of the Park.

7. APPOINTMENT OF TECHNICAL STAFF

Subject to the provisions of Rule 17, the appointment of engineers and management professionals for the Park above a certain grade (to be specified by the Council) shall be approved by the Chairperson of the Council on the recommendations of the Board and below the specified grade, shall be made by the Board or by an officer to whom the power has been delegated by the Board under Rule 14 for a period normally not exceeding five years at a time for all grades.

8. APPOINTMENT OF ADMINISTRATIVE STAFF

Subject to the provision of Rule 17 the administrative staff of the Park shall be appointed by the Board or by an officer to whom the power has been delegated by the Board under Rules 14 for a period normally not exceeding five years at a time for all grades.

9. TENURE OF APPOINTMENT OF STAFF

The tenure of appointment for all Technical and Administrative Staff including the Chief Executive Officer and Registrar shall be for a period of not more than 5 years at a time. The tenure may be extended for a further period of 5 years at a time by the appointing authority. These appointments shall be governed by the bye-laws to be framed under Rule 11.

10. APPOINTMENT OF REGISTRAR

The appointment of the Registrar shall be made by the Chief Executive Officer on the recommendations of the Chairperson of the Board and approved by the Chairperson of the Council.

11. TERMINATION OF SERVICE OF STAFF

The termination of services of the officers and employees of the Park will be governed in accordance with the bye-laws to be framed under Rule 11 (e).

12. PROPERTIES AND FUNDS VESTED IN THE COUNCIL

The properties and funds of the Park shall vest in the Council and shall consist of:

- (a) Recurring grants made by the Government of Kerala.
- (b) Any other grants made by the Government of India/State Government;
- (c) All machinery, plant, equipment and instruments (whether laboratory, workshop, prototype shop or otherwise), books and journals, furniture, furnishings and fixtures belonging to the Park;
- (d) Grants, gifts and donations of cash and securities and of any properties, either movable or immovable; and
- (e) Remuneration received through rents, dividends, leasing, consultancy, design, development, technology transfer, contracts etc.

13. LEGAL ACTION

The Registrar may sue or be sued in the name of the Society in all legal proceedings.

14. SEAL OF THE SOCIETY

The Registrar is authorized to execute all documents and contracts and to put in the Seal of the Society on such documents on the direction of the Board. The custody of the Seal would be with the Registrar.

15. BUDGET AND ACCOUNTS

- a. The Council shall frame the Annual Budget before the end of March and forward copies thereof to the Government of Kerala.
- b. Moneys forming part of the funds of the Park vested in the Council shall be deposited in the name of the Council in an approved Bank or Banks, which shall be, nationalized Banks.
- c. All the incomes, earnings, movable and/or immovable properties of the Society will be solely utilized and applied towards the promotion of the objectives as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profit or any manner, whatsoever, to the members of the society or to any persons claiming through anyone or more of the members. No member of the Society shall have

any personal claim on any movable and/or immovable properties of the Society or make any profit, whatsoever, by virtue of his membership.

- d. The accounts of the Park shall be audited annually by a Chartered Accountant or Accountants to be proposed by the Board and approved by the Council.

16. ANNUAL REPORT

The Council shall submit a Report on the working of the Park annually to the Government of Kerala. Such Report shall contain particulars the work of the Park during previous particulars regarding the work of the Park during the previous year and shall be accompanied by a balance sheet duly audited showing the income and expenditure of the Park during the said year.

17. ALTERATION OF RULES

These Rules may, for time to time be altered, added to and modified by the Council and Rules (so altered, added to and modified) shall operate from such date as shall be notified.

18 DISSOLUTION OF THE SOCIETY

The Society may be dissolved in accordance with the provisions of The Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act XII of 1955 after obtaining the previous consent of the Govt. of Kerala in that behalf.

If, upon the dissolution of the Society, there shall remain, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Society, but it shall be lawful for the members to determine by the majority of the votes of the members present personally at the time of dissolution of the Society that such property shall be given to the Govt. of Kerala to be utilized for any of the purposes referred to in the Societies Registration Act.

(ii) The powers and duties of its officers and employees;

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Hrishikesh Nair	Chief Executive Officer	<ul style="list-style-type: none">• Over all charge of Technopark
A S Raju	General Manager (Projects)	<ul style="list-style-type: none">• Implementation of new projects- Technopark Phase-I, Technopark Phase-III, Technopark Kollam, Technocity etc• Operation and maintenance of Power Distribution System, HVAC systems, Buildings, Roads, Streetlights etc

<p>Jayanthi.L</p>	<p>Chief Finance Officer</p>	<ul style="list-style-type: none"> • Preparation of economic strategy & forecasting • Preparation of annual budget & budgetary control on capital and revenue. • Getting the cost done scientifically for the land considering the development costs, future LA liabilities etc. • Computing of lease charges & rentals for the built up spaces. • Timely recovery of rent & lease charges. • Implementation of automated systems, procedures for financial management. • Implementing & overseeing a fool proof internal audit system. • Effective management of Bank & Treasury account • Preparation of financial statement for management & Govt. • Project finance control by determining the best mix of debt, equity & internal financing. • Generation of innovative models of fund raising for infrastructure projects. • Asset register preparation & its regular updation, arranging valuation of assets. • Preparation of payrolls, disbursement of salary & benefits. • Preparation of Annual Reports. • Statutory compliance & reports. • Active participation in Bank consortium meetings & plan closures & rescheduling. • Effective repayment of term loans. • Preparation of Agenda notes for PIB & Governing council meetings for matter related to finance & Acc. • Preparation of Financial Analysis for every relevant item of Agenda for the above meetings. • Generation & issue of Invoices, Bills, Collections & Payments. • Oversee & control the Cash Management. • Record keeping in a manner acceptable to the society, Auditors & Government. • Review, Auditing (Internal, Statutory, AG, Service tax, KSERC, Income tax audit etc.) • NABARD/ RIDF Fund Management & reporting. • Liaisoning with Govt on plan fund release & disbursement. • Submit periodical reports to Govt, Planning board & other departments. • Being present in the subject committee, Special working Group etc. with all relevant details.
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		<ul style="list-style-type: none"> • Correspondence with Govt on all financial/accounts matters. • Sundry Debtors Management, Debtors reconciliation • E-TDS Returns, Form 16A preparation, EPF, ESI, WCT, CWWF, Property tax submission. • Remittance of VAT/Sales tax quarterly returns & correspondence there on. • Service tax e-payment & submitting tax returns. • Compliance of terms of SEZ. • Timely submission of financial reports & clarifications to KSERC. • Initiate & manage Revenue Recovery procedures. • Attending Service tax & Income tax hearings. • Attending Court cases on RR cases, dishonoured cheques etc. • IT computation & returns. • Participation in Tender negotiation & E-Tendering. • Compliance with ISO9001:2008, 14001:2004 & OHSAS 18001:2007. • Execute the Renewal Lease/ License agreement in absence of CEO. • Any other duty assigned by CEO from time to time.
Nireesh C	General Manager - Marketing	<ul style="list-style-type: none"> • Overall management of Business Development Activities.
Madhavan Praveen	Asst. General Manager (Projects)	<ul style="list-style-type: none"> • Primarily hold charge of all engineering (Civil, MEP and allied services) activities relating to Phase-I, Phase-II and Phase-III campuses.
Mahesh Vijayan	Asst. General Manager (Projects)	<ul style="list-style-type: none"> • Primarily hold charge of all engineering (Civil, MEP and allied services) activities of Technopark Kollam and Technocity.
Vasanth Srikumar Varada	Manager (Business Development)	<ul style="list-style-type: none"> • Overall management of all strategic and operational marketing and customer relationship activities. • Formulate business development plans, design and implement process to support business growth, through customer and market definition. • Facilitate business growth by working with the clients • Implement and maintain a software system for Customer Relationship Management • Build and maintain high level contacts with current and prospective customer.

		<ul style="list-style-type: none"> • Identifying and meeting potential clients by growing , maintaining and leveraging network • Research and build relationship with new clients • Work with team to develop proposals that speaks to clients needs, concerns and objectives • Participate in pricing the solution /service • Handle objections by clarifying, emphasizing agreements and working through differences to a positive conclusion. • Use a variety of styles to persuade or negotiate appropriately with the clients • Work with Technopark Staff and other internal colleagues to meet customer needs and complaints • Arrange and participate in internal and external client debriefs • Identify opportunities for campaigns, services and distribution channels that will lead to an increase in marketing • Using knowledge of the market and competitors, identify and develop Technopark’s unique selling propositions and differentiators • Any other duty assigned by CEO from time to time
Gita Gopalakrishnan	Dy. Manager (Marketing &Legal)	<ul style="list-style-type: none"> • Drafting and finalization of new agreements. • LA Interpellation • Follow up and update of LAR cases for interface with Advocate.
Abhilash.D.S	Asst. Manager (HR & Admin)	<ul style="list-style-type: none"> • Human Resources Recruitment, Annual appraisal & reviews, Training & Development programmes, Canteen, Benefits & Welfare administration, Labour Management & trade union negotiations. • Administration Contract management, Security, Housekeeping, Vehicles, Garden & Landscaping maintenance, Office administration, leave, medical bills etc. • Conventional centre booking & front office activities • Medclaim & accident insurance • Guest house booking • Local purchases • Arranging convoys during hartals. • Administration of Thejaswini food court. • Organizing annual cricket tournament and supporting events organized inside Technopark • Custodian of Lease agreements and Agendas of

		<p>PIB/GC</p> <ul style="list-style-type: none"> • Public Information Officer under RTI • Estate Management. • Solid Waste Management.
Jaisamma Joseph	Officer (Purchase)	<ul style="list-style-type: none"> • Purchase & Stores
N. Viswanathan	Officer - (Finance)	<ul style="list-style-type: none"> • Debtors Reconciliation • Asset Register Preparation • E-TDS Returns, Form 16 A preparation • Calculation of Power Billing details and preparation of power duty and submission • Matters relating to KSERC • Revenue Recovery procedures • Preparation of Annual Report & financial statements • Budget and Budgetary control • Service tax hearings, Service tax audit • Income Tax related matters • A/C Bill preparation • Monthly MIS • Audit co-ordination (Internal / Statutory) • Accounts Finalization
Annie Moses	Asst. Officer (Finance)	<ul style="list-style-type: none"> • Management Representative for Quality (ISO & OHSAS) • SEZ compliance related to Finance Department. • Asset verification • Revaluation of Asset for Insurance • Annual Insurance of Assets • Insurance claims • Government correspondence • Government Liasoning. • Govt. Fund Management respective to Technopark. • NABARD Loan Management • Budgeting • AG Audit Co-ordination • SEZ bills sharing • Reimbursement (Conveyance, Medical, Telephone, Internet, Mobile) • Employee Relations • Co-ordinating Staff welfare activities. • Co-ordinating Socio-cultural activities. • Plan Space updation • Grant utilisation • Special working group/ Working group meeting coordination.

		<ul style="list-style-type: none"> • Medical balance updation.
Suresh Kumar.S	Junior Officer- Finance	<ul style="list-style-type: none"> • Debt collection & follow up with Clients • Correspondence with companies for collections • Follow up on RR cases and legal issues relating to dues collection. • Monthly MIS
Azeeb.A.K	Asst. Manager (IT)	<ul style="list-style-type: none"> • Operation and Maintenance of IT Infrastructure in all campuses of Technopark. • Addition of new IT resources • Up-gradation of existing IT resources. • System Administration • Network Administration • Information Security • Technopark Infrastructure Management System. • Co-ordinate with internal and external agencies to support communication facilities. • Management of VC, CCTV and EPABX Systems. • Management of e-wastes. • IT infrastructure requirement of all expansion projects.

<p>Rahul Thampi.R.I</p>	<p>Dy. Manager (Civil)</p>	<ul style="list-style-type: none"> • Interactions with the customers of phase I/III, related to Engineering issues, identifying the engineering problems faced by the companies in the allotted space as well as in the allotted land and reporting these to Engineering department in coordination with Business development department. • Plan/ Area of allotted space/ land allotment plan – Revisions/ Modifications etc. related to Phase III. • Checking/ verification and recommendation for approval of development plans submitted by tenants in leased land/ space in Phase III and monitoring their works and reporting on the unauthorized constructions / deviations from KMBR for the construction works being executed in Phase I/II and III campuses. The start of interior / construction activities on the allotted space/ land shall be informed to the Engg. / Finance/ BD Depts. • Maintenance of all records/ files/ settlements of bills related to the works being handled earlier like IT Building, SBC, Water Distribution System etc. in Phase III. • Quality assessment of all civil/ finishing works being carried out in the campuses, reporting the defects and taking corrective actions. Weekly reports on the quality of civil/ finishing works shall be submitted. • Coordination with other govt. department like PWD/ Irrigation/ Corporation/ NHAI etc. related to various works being executed by Technopark. • Coordinating the civil works of the proposed Saraswathi building in phase-I. • Any other duties/ responsibilities assigned by the higher authority.
<p>Sajid Hussain</p>	<p>Asst. Manager (Civil)</p>	<ul style="list-style-type: none"> • Construction of IT building Technopark Kollam • Land development works Technopark Kollam. • Landscaping works for Technopark Kollam. • Land re-assignment & re survey for Technopark Kollam. • Implementation of Water Supply Scheme – Technopark Kollam. • Approach road to Technopark Kollam (Deposit work by PWD) • Embankment protection works. (Deposit work by KSINC) • Executive Hostel/ Clubhouse/ Shopping mall Technopark Kollam.

		<ul style="list-style-type: none"> • Working Women's Hostel Technopark Kollam. • Management of imprest accounts. • Interior works of SBC in Technopark Kollam.
E.V.Einstein	Asst. Manager (Electrical)	<ul style="list-style-type: none"> • Operation & Maintenance of 110KV substation in Phase-III. • Power billing for Phase II / III. • Electrification of IT Building Phase-III (Bluestar) / Billings/ podium lighting. • KSERC matters related to licencee and liaising with KSEB, KSEI etc. • Power distribution system for Phase II/ Phase III and its maintenance. • Installation streetlights in Phase-III and its maintenance. • Power requirement planning. • Maintenance of all records/ files relating to the works being handled for phase-I/ III etc. • Any other duties/ responsibilities assigned by higher authorities.
Sreekesh.S.Nair	Asst. Manager (Civil)	<ul style="list-style-type: none"> • Master plan Layout and revisions pertaining to Technocity. • Land development works pertaining to Technocity. • Approach roads from NH towards east and west side of Technocity at Pallipuram (Deposit work). • Water distribution Network for Technocity campus. • Arterial Road Network for Technocity campus. • Intake water storage sump at Technocity. • Main entrance structure at Technocity. • Site Development Work at 110KV substation at Technocity. • Civil works at Rehabilitation Area at Technocity. • Review of plans submitted by tenants in leased land/ space. • Matters related to Single window board clearance pertaining to Technocity. • Coordination with consultants for the works and upkeep of records/ correspondences with them. • Any other new civil construction/ maintenance activity at Technocity. • CGRF administration. • Coordinating Technical Colloquium in Engineering Division.
Jayanthi.R	Executive Finance	<ul style="list-style-type: none"> • Term Loan • Payments- Technocity & Technopark Kollam • Bank Guarantee (BG)

		<ul style="list-style-type: none"> • Receipts- Cheques & EFT • Balance confirmation to customers. • Imprest payments (Technopark Kollam) • Advance Settlements • Cheque remittance to bank (daily)
Sandhya .P.S	Executive Finance	<ul style="list-style-type: none"> • Payments- Technopark & Technopower (Phase-I, II,III) • SEZ Office Payments, • Foreign transfers, Arranging foreign currencies for officials. • Preparation & Remittance of Statutory Online Payments- TDS, PF. • Salary Administration (Phase I, III, Technocity, Technopark Kollam) • Management Information System. • Issuing form 43 certificate. • Preparation & Remittance of Professional tax- Quarterly. • Coordination with Internal & Statutory auditors.
Sheena.T	Executive Finance	<ul style="list-style-type: none"> • Customer Master Management • Billing to companies for Rent, Building maintenance, Campus maintenance and Annual lease charges. • Bank reconciliation • Verification of fresh & renewal agreements. • Management Information System for Rent for Module/ Building.
Ansaj.N.S	Asst. Manager (Electrical)	<ul style="list-style-type: none"> • Power Distribution System for the phase-I campus. • O&M of all DG sets belonging to Technopark. • Liaising with KSEB, KSEI for all matters in Phase-I and especially related to O&M issue with KSEB in 110kv SS at Kazhakootam. • Modification of street lighting inside phase-I campus. • Matters related to Single window Clearance Board approvals for phase-I/II etc. • Energy audit for Phase-I/III campuses. • Power requirement planning for phase-I campus. • Checking/ verification and recommendation for approval of development plans related to electrical schemes submitted by tenants in leased land/ space and monitoring their works. • Maintenance of all records or files relating to the works being handled in phase-I etc. • Supervision of all electrical works, planning and scheduling, quality control at site, random cross

		<p>checking measurements at site with that entered in the M-books, analysing with the comparative statements, cost control measures, verifying bills, and forwarding it for the approvals from higher authorities, initiating proposals for approval from higher authorities.</p> <ul style="list-style-type: none"> • Any other duties/ responsibilities assigned by higher authorities.
Binu.K.V	Executive Finance	<ul style="list-style-type: none"> • Car Parking Management (Phase I & III) • Billing to companies for Car parking charges, Water charges, DG Operational charges etc. (Phase I & III) • Bank reconciliation • Debit Notes • Management Information System of Water & Car Parking charges
Sreejith.S	Asst. Manager (Mechanical)	<ul style="list-style-type: none"> • O&M of the HVAC works of the Bhavani/ Park Centre Buildings. • O&M of the lifts of Nila/ Bhavani/ Park Centre building in phase-I campus. • O&M of fire protection system inside phase-I. • O&M of STP's inside phase I Campus/ submission of reports to PCB/ KSEI etc. related to STP etc. • Phase III Food court- kitchen equipment work upto tender finalization and award of work. • LEED Certification/ EC (MoEF), PCB timely compliance reports submission for the phase III campus. • Maintenance of all records/ files/ settlement of bills related to the work being handled earlier like HVAC/ FPS/ STP (till start of O&M and finalization) etc. in phase-III. • Any other duties/ responsibilities assigned by higher authorities.
Anfal.A	Asst. Manager (Electrical)	<ul style="list-style-type: none"> • O&M of IT building (Electrical) / DG sets in Phase-III. • O&M of all the lifts in the IT building in phase-III. • O&M of fire protection system in the IT building of phase-III. • Sewage Treatment Plant - O&M part for phase-III. • SITC of kitchen equipment for phase-III execution part. • HSD storage tank in phase-III. • Supervision of all electrical works, planning and

		<p>scheduling, quality control at site, random cross checking measurements at site with that entered in M-books, analysing with the comparative statements, cost control measures, verifying bills, and forwarding it for the approvals from higher authorities related to phase-III.</p> <ul style="list-style-type: none"> • New initiatives, technology upgradation, renewable sources of energy, energy conservation methods and its implementation for phase-III campus. • Checking / verification and recommendation for approval of development plans related to electrical schemes submitted by tenants of phase-III in leased land/ space and monitoring their works. • RMU design/ tendering/ finalization works related to south parcel of Phase-III. • Power Distribution System for phase-II/ III support to Mr. Einstein. • O&M of all the water distribution system inside phase-I. • O&M of all lifts of Thejaswini building in phase-I campus. • Maintenance of all records/ files related to works being handled. • Any other duties/ responsibilities assigned by the higher authorities
Jainendra Kumar	Chief Security Officer	<ul style="list-style-type: none"> • Co-ordinating security arrangements in Phase I campus, Technopark Kollam and Technocity. • Deploying security supervisors and security guards in the campus for the safety and security of personnel, material and assets of Technopark. • Carrying out regular checks to ensure that security personnel perform their duty diligently. • Ensuring that security personnel maintain proper discipline and taking appropriate action against those indulging in indiscipline and dereliction of duty. • Taking appropriate action on complaints received, and on incidents observed through CCTV camera images in the control room.

Ajit Ravindran	Manager (Finance)	Account Receivable Billing Collection TDS from customers Settlements Agreements renewals Accounts Payable Invoice verification Payments verification TDS Reconciliation Audit – Internal and Statutory Books Closing and finalization of accounts Statutory Compliance-Income tax/Service tax/PF/PT /WCT
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The above decisions/ functions are as per the [rules & regulations of the Articles of Association](#) of Technopark, which has already been approved by the Governing Council of Technopark and published in the website www.technopark.org

(iv) The norms set by it for the discharge of its functions; [Top](#)

The above decisions/ functions are as per the [rules & regulations of the Articles of Association](#) of Technopark, which has already been approved by the Governing Council of Technopark and published in the website www.technopark.org

(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions; [Top](#)

Memorandum of Association of Technopark, which has already been approved by the Governing Council of Technopark and published in the website www.technopark.org

(vi) A statement of the categories of documents that are held by it or under its control; [Top](#)

1. Documents relating to licensing matters
2. Documents regarding allotment of plot/built-up space in Technopark owned land/buildings.
3. Documents relating to fund allotment and utilisation for Technopark
4. Documents regarding contracts with vendors/ contractors.

5. Documents regarding land acquisition, land records etc.

(vii) The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof; [Top](#)

The Governing Council chaired by the Hon'ble Chief Minister of Kerala guides the Policy formulation and its implementation.

(viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public; [Top](#)

Minutes of the Board Meetings and Governing Council are accessible to Public.

(ix) A directory of its officers and employees;

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No.	Name	Designation
1	HRISHIKESH NAIR	Chief Executive Officer
2	A S RAJU	General Manager (Projects)
3	NIREESH C	General Manager (Marketing)
4	JAYANTHIL	Chief Finance Officer
5	MADHAVAN PRAVEEN	Asst. General Manager (Projects)
6	MAHESH VIJAYAN	Asst. General Manager (Projects)
7	VASANTH VARADA	Manager (Business Development)
8	AJIT RAVINDRAN	Manager (Finance)
9	GITA GOPALAKRISHNAN	Dy. Manager(Marketing & Legal)
10	ABHILASH.D.S	Asst. Manager (HR & Admin)
11	JAISAMMA JOSEPH	Officer- Purchase
12	N.VISWANATHAN	Officer (Finance)
13	ANNIE MOSES	Asst. Officer (Finance)
14	SURESH KUMAR S.	Junior Officer (Finance)
15	AZEEB.A.K	Asst. Manager (IT)
16	RAHUL THAMPI.R.I	Dy. Manager (Civil)
17	E.V EINSTEIN	Asst. Manager (Electrical)
18	SAJID HUSSAIN	Asst. Manager (Civil)
19	SREEKESH.S. NAIR	Asst. Manager (Civil)
20	ANSAJ.N.S	Asst. Manager (Electrical)
21	SREEJITH.S	Asst. Manager (Mechanical)
22	JAYANTHI.R	Executive Finance

23	SANDHYA .P.S	Executive Finance
24	SHEENA.T	Executive Finance
25	BINU .K.V	Executive Finance
26	ANFAL A	Asst. Manager (Electrical)
27	JAINENDRA KUMAR	Chief Security Officer

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Position	Designation	Present Scale of Pay
MS I	Junior Executive	Rs.6680-160-7480-170-7990- 200-9590-240-10790
MS II	Executive	Rs.7480-170-7990-200-9590-240-10790-280-11910
MS III	Sr. Executive	Rs.8390-200-9590-240-10790-280- 11910-340-13270
MS IV	Jr. Officer	Rs.8790-200-9590-240-10790-280-11910-340-13610
MS V	Asst. Officer/ Asst. Engineer	Rs.9590-240-10790-280-11910-340-13610-380-15510
MS VI	Officer/ Engineer	Rs.11910-340-13610-380-16650-450-19350
MS VII	Asst. Manager	Rs.13610-380-16650-450- 20700
MS VIII	Dy. Manager	Rs.16650-450-20700-500- 23200
MS IX	Manager	Rs.20700-500-23200-550- 25400-600-26600
MS X	Asst. General Manager	Rs.25400-600-26600-650-33100
MS XI	Dy. General Manager	Rs.26600-650-33750
MS XII	General Manager	Rs.26600-650-35050

(xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made

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ELECTRONICS TECHNOLOGY PARKS - KERALA

BALANCE SHEET AS AT 31st MARCH, 2016

PARTICULARS	Schedule	Current Reporting Period		Previous Reporting Period	
		As at 31st March 2016		As at 31st March 2015	
1	2	3		4	
<u>I. SOURCES OF FUNDS</u>					
(1) Capital Fund	A	5,390,098,998		4,700,098,998	
Income & Expenditure Account		(604,826,595)	4,785,272,403	(378,490,281)	4,321,608,717
(2) Corpus Fund	B		2,673,844,053		2,661,320,908
(3) Capital Reserve	C		11,048,545		-
(4) Non-Current Liabilities					
(a) Long-term Borrowings	D	2,592,659,443		2,274,382,187	
(b) Other Long Term Liabilities	E	945,302,145	3,537,961,588	950,006,624	3,224,388,811
(5) Current Liabilities					
(a) Sundry Creditors	F	134,385,764		101,325,369	
(b) Other Current Liabilities	G	65,973,945	200,359,709	98,415,196	199,740,565
TOTAL			11,208,486,298		10,407,059,001
<u>II. APPLICATION OF FUNDS</u>					
(1) Non-Current Assets					
(a) Fixed Assets					
(i) Tangible Assets	H	9,257,494,756		9,389,789,442	

(ii) Capital Work-in-Progress	I	89,280,376		25,404,093	
(b) Long-term Loans and Advances	J	584,103,951	9,930,879,083	269,916,038	9,685,109,573
(2) Current Assets					
(a) Sundry Debtors	K	294,208,368		267,860,183	
(b) Cash and cash equivalents	L	590,803,679		54,730,793	
(c) Short-term Loans and Advances	M	392,595,168	1,277,607,215	399,358,452	721,949,428
TOTAL			11,208,486,298		10,407,059,001
					As per our Report of even date attached
M.Sivasankar IAS	Hrishikesh R Nair	L. Jayanthi	K.G.Mathew FCA		
Chairman PIB	Chief Executive Officer	Chief Finance Officer	Philip and Mathew		
Secretary (Electronics & IT Dept)	& Registrar	& Treasurer	Chartered Accountants		
Government of Kerala	Technopark	Technopark	(Mem.No.018459)		
			(Firm Reg. No.002646S)		

ELECTRONICS TECHNOLOGY PARKS - KERALA

INCOME AND EXPENDITURE ACCOUNT FROM 1-4-2015-31-03-2016

		Current Reporting Period		Previous Reporting Period	
PARTICULARS	Schedule	2015-16		2014-15	
I. Revenue from Operations	N		731,082,450		538,941,537
II. Other Income	O		19,641,318		19,716,443
III. Total Revenue			750,723,768		558,657,980
IV. Operating Expenses					
Employee Benefits Expenses	P		26,874,407		26,075,586
Administration Expenses	Q		174,664,232		117,218,214
Repairs and Maintenance Expenses	R		93,734,318		67,016,839
Promotional Expenses	S		27,786,147		15,196,294
Total Operating Expenses			323,059,104		225,506,933
V. Operating Income/(Deficit) (III - IV)			427,664,664		333,151,047
Finance Costs	T		300,682,707		352,192,625
Depreciation and Amortization Expense	U		353,089,064		94,953,599
Excess of Expenditure over Income			(226,107,107)		(113,995,177)
Significant Accounting Policies and	V				

Notes on Accounts	W			
			As per our Report of even date attached	
M.Sivasankar IAS	Hrishikesh R Nair		L. Jayanthi	K.G.Mathew FCA
Chairman PIB	Chief Executive Officer		Chief Finance Officer	Philip and Mathew
Secretary (Electronics & IT Dept)	& Registrar		& Treasurer	Chartered Accountants
Government of Kerala	Technopark		Technopark	(Mem.No.018459)
				(Firm Reg. No.002646S)

(xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes; [Top](#)

This office does not implement any subsidy programmes.

(xiii) Particulars of recipients of concessions, permits or authorisations granted by it;
[Top](#)

Issue of Letter of allotment of space in Technopark

Execution of Lease Deed for space/land in Technopark

(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form; [Top](#)

The following details are available in Technopark website at www.technopark.org for the public.

1. About Technopark
2. About Trivandrum
3. List of Companies in Technopark with related weblinks.
4. List of Service Providers
5. List of Professional Associations & Value Added Services
6. Career Opportunities in Technopark Companies
7. Press Releases on Technopark
8. Requests for Land, Space, Incubation Space, Commercial Space & Smart Business Centre
9. ARR & ERC FORMS 2007-10
10. Assumptions of ARR

11. Schedule of Tariff and Terms and Conditions for Retail Supply By Technopark From - 01-03-2008
12. Tenders

The following policies can be downloaded from Technopark Website in the respective file formats listed besides them.

1. IT Policy- 2007
2. IT Policy
3. IT Incentive manual - Kerala
4. Labour Policy
5. Energy Policy
6. Industrial Policy

(xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use; [Top](#)

All particular information regarding Technopark and relevant documents to be disclosed under RTI Act, 2005 are published in our website www.technopark.org

(xvi) The names, designations and other particulars of the Public Information Officers;

[Top](#)

Public Authority

Electronics Technology Park- Kerala
Park Centre,
Technopark Campus
Thiruvananthapuram - 695 581, Kerala
Ph: 91 - 471-2700222
Fax: 91 - 471-2700171
Email: response@technopark.org

Public Information Officer

Abhilash D S
Asst. Manager (HR & Admin)
Technopark, Park Centre,
Technopark Campus
Thiruvananthapuram 695 581, Kerala
Ph: 91 - 471 - 2700222
Fax: 91-471-2700171
Email: abhilash@technopark.org

Appellate Authority

Hrishikesh Nair
Chief Executive Officer
Technopark, Park Centre,
Technopark Campus
Thiruvananthapuram- 695 581, Kerala
Ph: 91 - 471-2700222
Fax: 91-471-2700171, 2700922
Email: ceo@technopark.org

(xvii) Such other information as may be prescribed; and thereafter update these publications every year; [Top](#)